

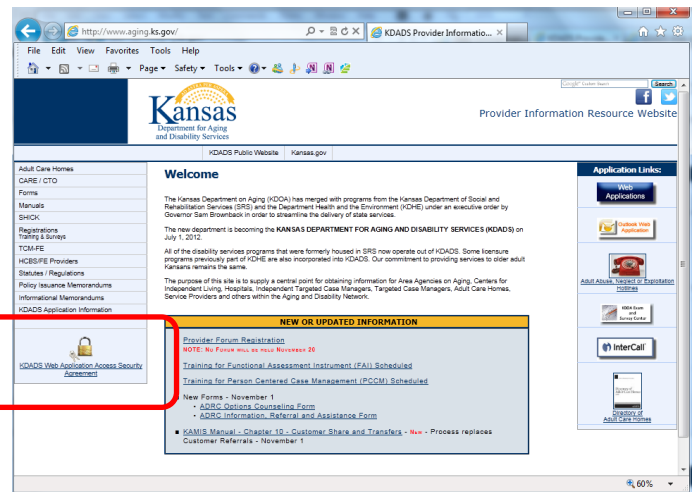


Accessing KDADS Online Security Agreement



1. Go to the Kansas Department for Aging and Disability Services (KDADS) Provider Information Resource website – www.aging.ks.gov

2. Click on KDADS Web Application Access Security Agreement link.



3. KDADS Online Security Agreement will display.

4. Complete all fields.

~ ~ Important ~ ~

- In the “Agency/Business” field, enter the complete name of the Organization the requester is employed or represents.
- In the “Please indicate the KDADS application(s) for which you are requesting authorization.” Field, enter the name of the Web Applications requesting access.

5. Click the **Submit Request** button.

6. KDADS Information Services Division will receive notice of the security request and agreement submission.

7. Request will be forward by the KDADS Information Services Division to be vetted and approved by the appropriate KDADS staff.

8. Once vetted/approved the KDADS Information Services Division will issue an email indicating the Web Applications username and initial password to the requester.

For Assistance or Information Contact the KDADS ISD Help Desk

E-Mail: HelpDesk@kdads.ks.gov

Phone: 785-296-4987

Hours: 7:00 am to 5:00 pm